

Dated: 24-01-2022

## WARNING LETTER

To,

**Name:** Yasir Ahmed Chishty S/O Shakir Ahmed Chishty

**CNIC #:** 42301-2558600-1

**E.ID:** APD-0168

**Designation:** Scheduler

**Dept.:** Matrix Document Imaging

**Location:** Karachi

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

**Reason:** Disobedience

**Explain Reason:** Not following instructions and not responding timely, Busy in gossiping with other staff members i.e IT. Taking long breaks continuously, Low performance, Not following company protocol and ignoring board messages.

This act of yours as mentioned above constitutes misconduct as per the certified Standing orders of the company.

I agree to the warning that has been given to me, which had its validity and is being handed out with a view to rectify myself, as how I may refrain myself committing to any mistakes in the future.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Taha Shamshad Warsi



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